

Retention and Classification Report

Agency: Department of Transportation. Region Three (2465)

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Records Officer Lynda Seckletstewa

26199 Construction project files
28626 Construction project files

AGENCY: Department of Transportation. Region Three

SERIES: 26199

3

TITLE: Construction project files

DATES: ca. 1950-

ARRANGEMENT: Alphanumerical by project number.

DESCRIPTION:

These records contain general information about construction projects conducted by the Utah Department of Transportation. These records are collected from project field offices after each project is completed. They contain information such as contractor payroll records, labor information, weigh tickets, materials test results and statistics, various construction reports, correspondence, and project field books. The historical documentation of each project is maintained under series 8660, Interstate and non-interstate project files and series 6658, Highway as-constructed plans.

RETENTION:

Retain 6 years after final voucher is paid.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until final voucher is paid and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

AGENCY: Department of Transportation. Region Three

SERIES: 26199

TITLE: Construction project files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected.	Information concerning employee complaints and associated attorney work product. UCA 63G-2-305 (9) (17)
Private.	Employee information. UCA 63G-2-302 (f)

AGENCY: Department of Transportation. Region Three

SERIES: 28626

3

TITLE: Construction project files

DATES: 1930-

ARRANGEMENT: Alphanumerically by project number

DESCRIPTION:

These records support the agency's function to design, construct, and maintain roadways (interstate, state highways, and city and county roads) in Daggett, Duchesne, Juab, Uintah, Utah, and Wasatch counties. These records document what was in place prior to construction, preparation undertaken for the project, and the final plan and specifications. Records may include preliminary, awarded, and as-constructed plan sets, environmental and archaeological clearances, special provisions, contracts, utility agreements, correspondence, and other related documentation. Includes an index. Final plans and specifications for approved and constructed buildings, facilities, road and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

AUTHORIZED: 12/31/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Transportation. Region Three

SERIES: 28626

TITLE: Construction project files

(continued)

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office permanently and then destroy.

APPRAISAL:

Administrative Historical Legal

These records document the agency's adherence to the mandate to prepare and adopt uniform standard plans and specifications for the construction and maintenance of state highways (Utah Code 72-6-102 (1998)). Utah Code 72-6-103 (1998) requires that the agency furnish plans for bridges and road construction to local highway authorities. These records have an enduring research value for the agency and for the public.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(12) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.